



Regulatory Licensing and Permitting System (RLPS) Citizen Portal

RLPS Citizen Portal: Presentation Content

- Citizen Access Contact Types
 - Site address: https://rlps.abc.tn.gov/citizenaccess/
 - Contact Types
 - Business Information
 - Business Owner Individual
 - Business Owner Organization
 - Master Company
 - Applicant Individual
 - Armed Forces Import
 - Permittee
 - Office Manager Individual
 - Complainant

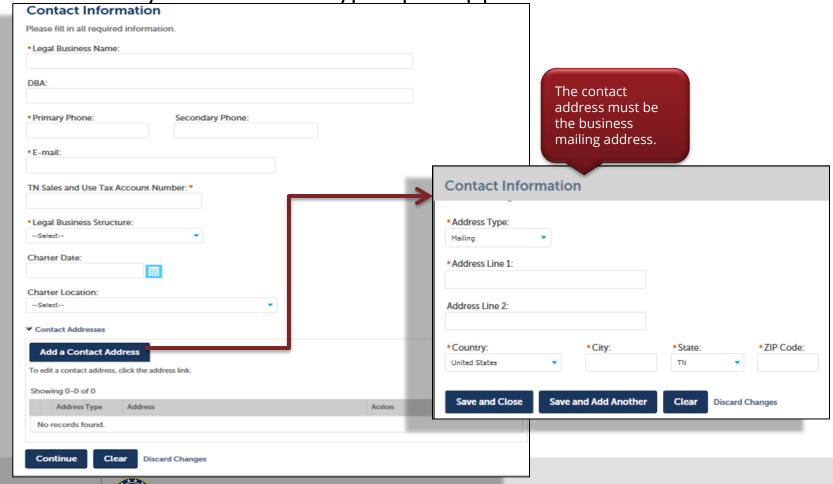
RLPS Citizen Portal: Contact Type

- The record type that you are applying for will determine the required contact type that is needed for your application.
 - * Indicates required contact types below per record type

License and Training Program	Permit	Master Company	Certificate	Complaint
* Business Information	* Permittee	* Master Company	* Applicant - Individual	Complainant
Business Owner - Individual	* Armed Forces Import			
Business Owner - Organization				
Office Manager – Individual				

RLPS Citizen Portal: Business Information

This is the mandatory contact entry type for the business itself. Submit only one of these types per application.







RLPS Citizen Portal: Business Information

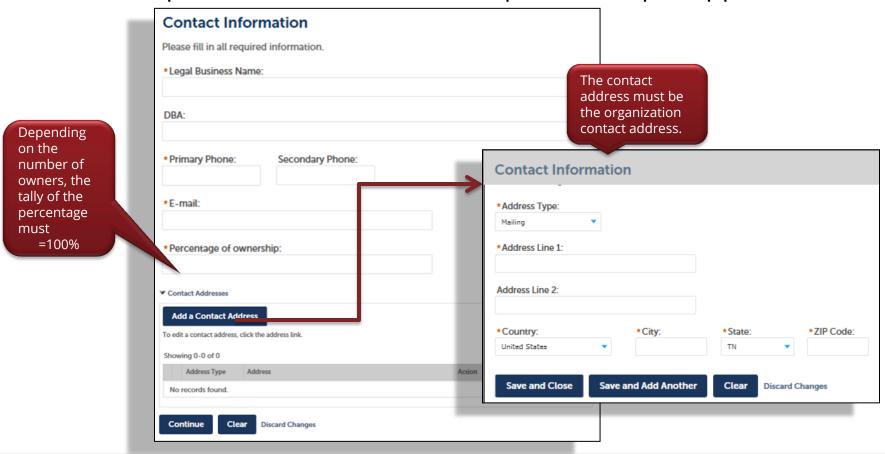
- The <u>Business Information</u> contact type is Mandatory for each application and provides detail about business itself, not the ownership structure
- There will only be ONE <u>Business Information</u> contact added per application
- If you previously listed a Secretary of State control number for your business, a <u>Business Information</u> entry will automatically be created
- HOWEVER, you will need to edit and complete the entry with additional information, a displayed ERROR message will direct you to do so

RLPS Citizen Portal: Business Ownership

- Business Owner contact types must be entered to cover 100% of business ownership.
- Business Owner Organization entries are used for named partnerships, LLCs, and Corporations
- Business Owner Individual entries are used for named individuals
- Creating <u>Business Owner Individual</u> entries replaces the current paper-based questionnaire form
- Every application needs at least one Business Owner entry, but may have several
- Where practical, ABC needs <u>Business Owner Individual</u> entries for individuals making up <u>Business Owner - Organization</u> entries
 - Example One LLC owning 100% of the business made up of two individual owners at 50% ownership each

RLPS Citizen Portal: Business Owner – Organization

This is a contact entry type for organizations (LLC, Corporation, Partnership, etc), there could be multiple entries per application.

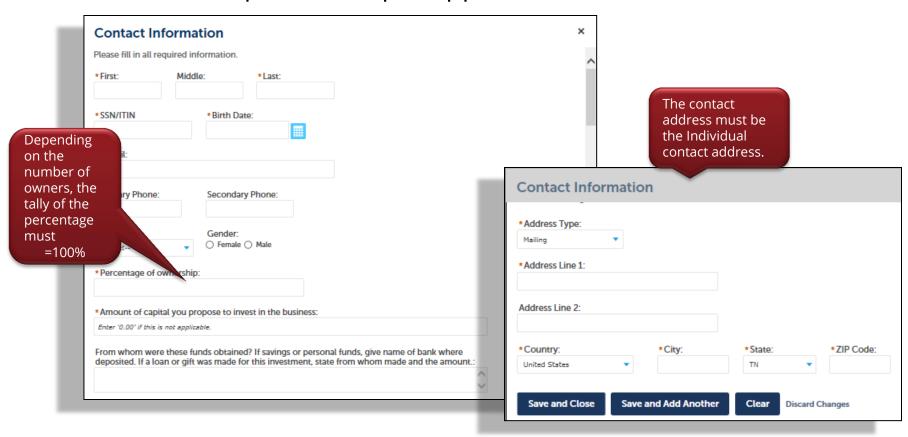






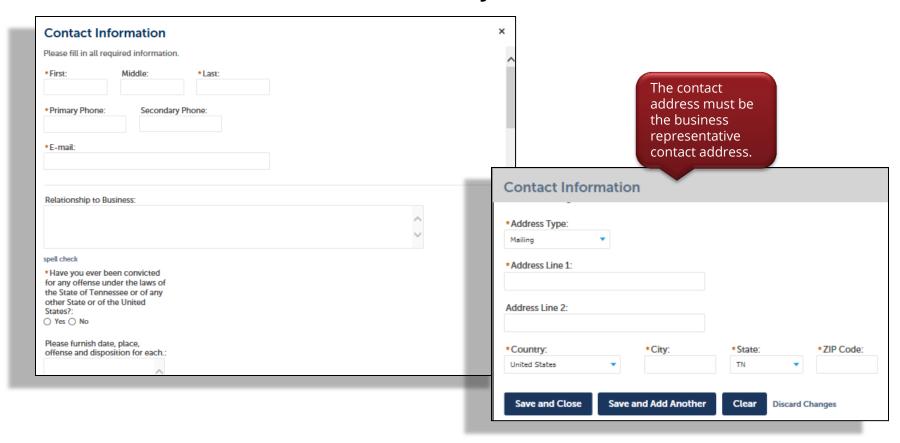
RLPS Citizen Portal: Business Owner – Individual

This is a contract entry type for named individuals (people), there could be multiple entries per application.



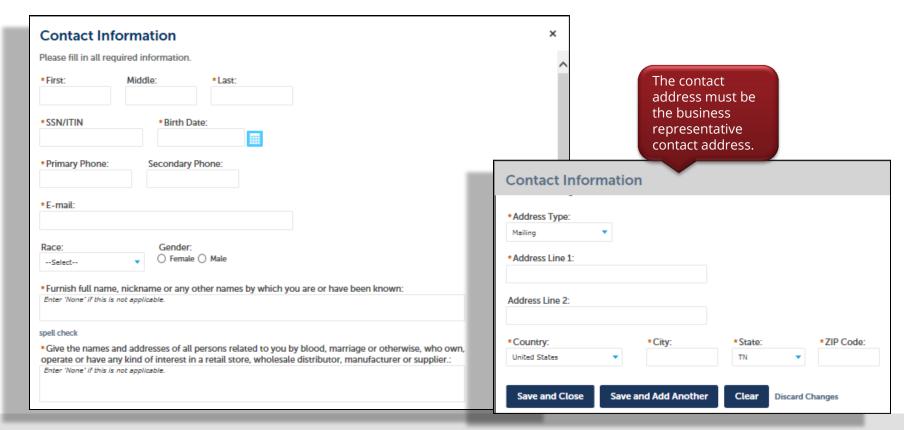
RLPS Citizen Portal: Business Representative

This is an optional contact entry type for non-owner representatives of the business such as an Attorney or Accountant.



RLPS Citizen Portal: Office Manager -Individual

This is an optional contact entry type for non-owner individuals who run the day to day operation of the business. This is also the entry type for Corporate Officers for a Corporation Owned Business.

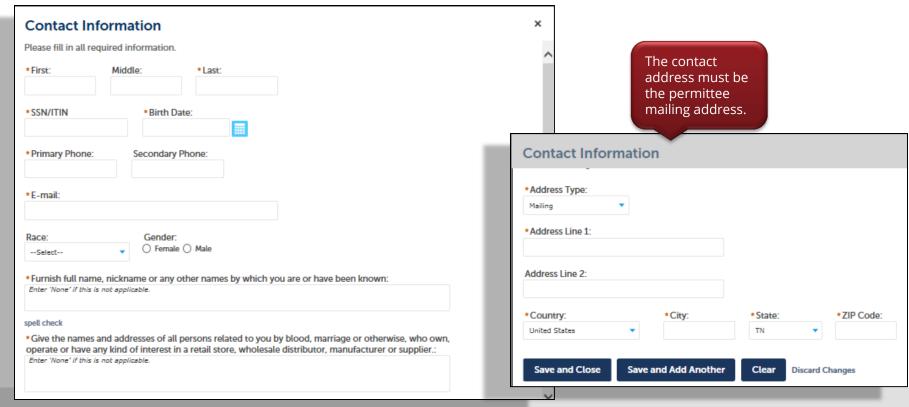






RLPS Citizen Portal: Permittee

Contact type for an individual who is interested in getting a Server, Delivery Service Employee, Designated Manager, Supplier Representative, Wholesale Employee, or Wholesale Representative Permit.

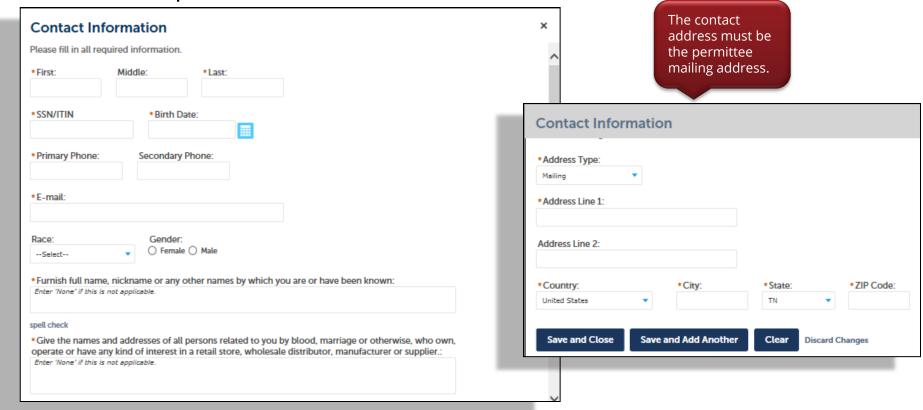






RLPS Citizen Portal: Armed Forces Import

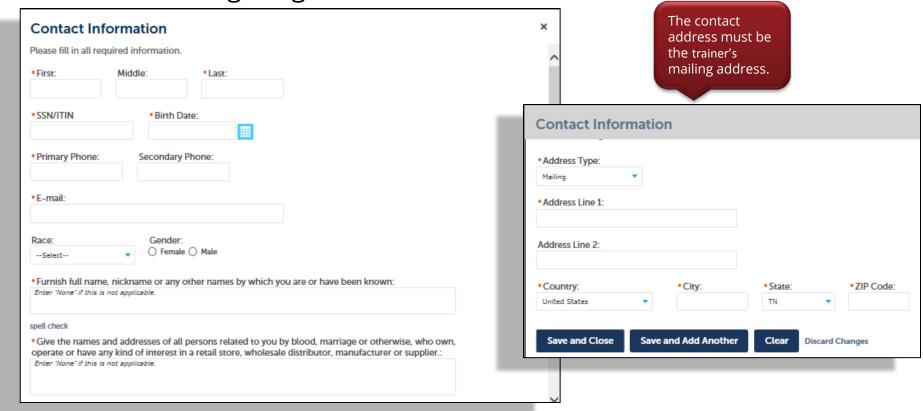
This is a contact entry type for an individual only used for Armed Forces importation of alcohol.





RLPS Citizen Portal: Applicant – Individual

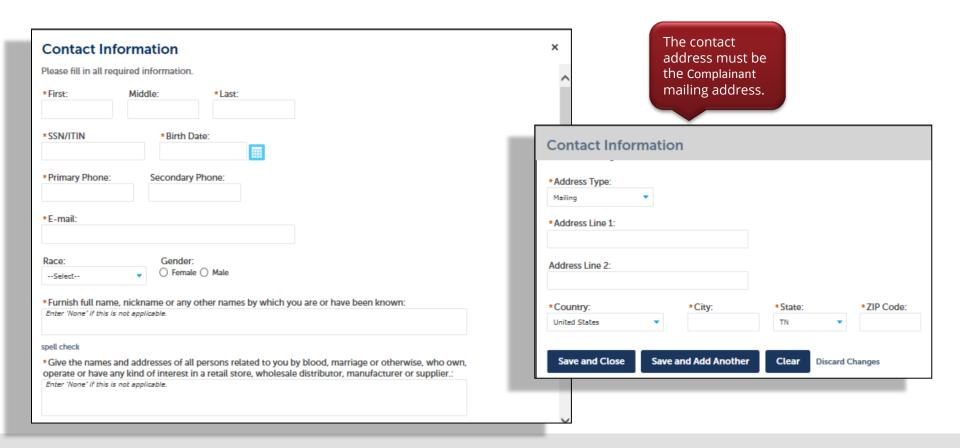
This is a contact entry type only used for trainers participating in Server Training Programs.





RLPS Citizen Portal: Complainant

This is a contact entry type used only for a complaint submission when the submitter wishes to provide contact detail.









Thank You